Service Awards Program

Coordinator Guide

1. First run the query, this will show who is eligible to receive an award. See below information:

- How to run Service Award Query in Edison
- Edison
- Main Menu
- HCM Reporting Tools
- HCM Schedule Query
- Beside Run Control ID enter **Service Awards**
- Click on Search
- Query Name: **TN_HR15_Service_Awards**
- Update parameters
- Enter 5 digit budget code for Business Unit
- Enter 1st day of the month
- Click OK
- <u>You will be back on the schedule query page</u>
- Click Run
- Change format to **XLS**
- Click OK
- <u>You will be back on the schedule query page</u>
- Click Process Monitor
- You will see the query
- It may say <mark>Processing</mark> under the Run Status and <mark>N/A</mark> under Distribution Status
- Click Refresh until you see <mark>Success</mark> under Run Status and <mark>Posted</mark> under Distribution Status
- Click on Details
- <u>You will be on the Process Detail Page</u>
- Scroll to the Bottom
- Click on View /Log Trace
- It will take you to a new page
- Click on the query name **TN_HR15_Service_Awards**
- A Dialog Box will open

- Click Open
- The Query will appear in an Excel Document.
- If there is a dialog box in the background, please ignore it.

2. Print the report. Create a Service Awards 20XX folder. Keep a copy in your paper folder labeled 20XX Service Awards to refer to later.

3. From the report you kept a copy of, email memos to all recipients receiving an award, certificate and or plaque. Include the website address http://tn.gov/hr/topic/service-awards in the email so that selections can be made.
   - This should be done in groups according to the year. (Example - 5 years grouped together, 10 years 15 years etc.)
   - It is best practice to send this e-mail out a few months prior to your agency's Service Awards ceremony. This helps with any mishaps that might happen such as recipients having a hard time selecting, backorders, changes that authority might make, etc.

4. **Email - Sample Memo**

Congratulations! You are eligible to receive a Service Award for your years of service to the State of Tennessee.

Go to the website address http://tn.gov/hr/topic/service-awards to make your selection. Click on Benefits scroll down to the year you will select from. Please make your chooses by (put in selected date). Also, please indicate how you want your name printed on your certificate and or plaque. (30 years or more recipients receive the plaque)

Thank You

5. Once all memos have been returned, order the selections made by recipients.
6. Use the service awards certificate program to print out all certificates.
7. When placing the order for each recipient create an excel spreadsheet with the recipient name, award selection, business unit number, the name of the division they work in, and any special engraving needed. **(Make sure names are spelled correctly).**

8. Give Order Requisition to Director for approval and to sign off on. When requisition form is returned to you make a copy for yourself. Put it in the paper file folder.
9. Inspect all awards received for damaged or missing parts immediately upon receipt of item. If anything is out of order return to Procurement Officer. In accordance with the Service Awards usage instructions:
   "If, upon inspection, the State determines that the goods or services are Defective, the State shall notify Contractor, and Contractor shall re-deliver the goods or provide the services at no additional cost to the State. If after a period of thirty (30) days following delivery of goods or performance of services the State does not provide a notice of any Defects, the goods or services shall be deemed to have been accepted by the State. (Special Terms of the Contract, Section 16, "Inspection and Acceptance," p.10)."

*Please note: The order purchase process may differ depending on how purchasing is handled within your agency. Contact your agency procurement officer for detailed instructions on order placement.

Service Award Certificate Program

Contact Prachi Patel at Prachi.n.patel@tn.gov for instructions on the Service Awards certificate program.